



## How to Request an Asnuntuck Community College Book from the Asnuntuck Community College Library

[Use these directions while the library has limited hours due to COVID-19.]

Please note:

- Under normal circumstances, you would NOT request an ACC book; you would visit the library, find it on the shelves, and check it out at the circulation desk. However, our shelving area is closed at this time.
- Your book(s) will be waiting for you at the Information Desk where the security guards sit. The due dates will be written on the bag as well as due-date cards in the individual books. Library staff will contact you to arrange a time for you to pick up the books, as the building is open by appointment only. Campus information regarding COVID-19 is located here: <https://asnuntuck.edu/campus-reopening-info/>.
- Library staff will be in the building Monday, Tuesday, and Thursday from 9 am to 1 pm and Tuesday 2 pm to 6 pm. These times are subject to change and will be updated on the library's website. You may not be able to get your book(s) on the same day as your request. For example, if you place a request on Thursday at 2 pm, library staff will not be able to retrieve the book until Monday at 9 am.

### Locating the Desired Book

1. Choose Chrome for PCs or Firefox for Macs as your browser.
2. Go to <https://asnuntuck.edu/student-resources/library/> and enter your search in the box. In this example, we will be looking for a book on Abraham Lincoln. Type your search term(s) in the search field and then click the orange **Search** button. The search will work with or without capital letters, but spelling matters!

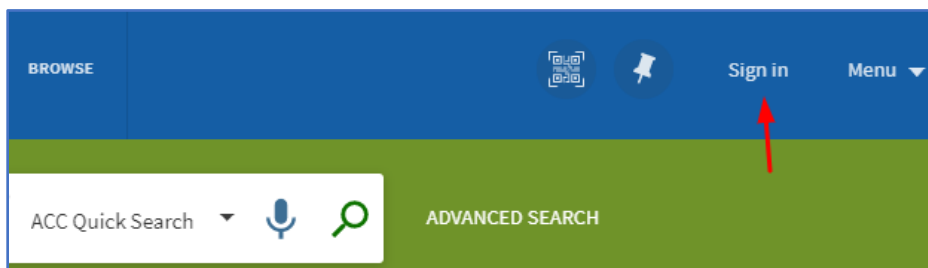
A screenshot of a web search interface titled "Find Books and Journal Articles". Below the title is the text "Quick Search Our Library Resources". There is a search input field containing the text "Abraham Lincoln" and an orange "Search" button to its right. A red arrow points to the search input field.

**Find Books and Journal Articles**

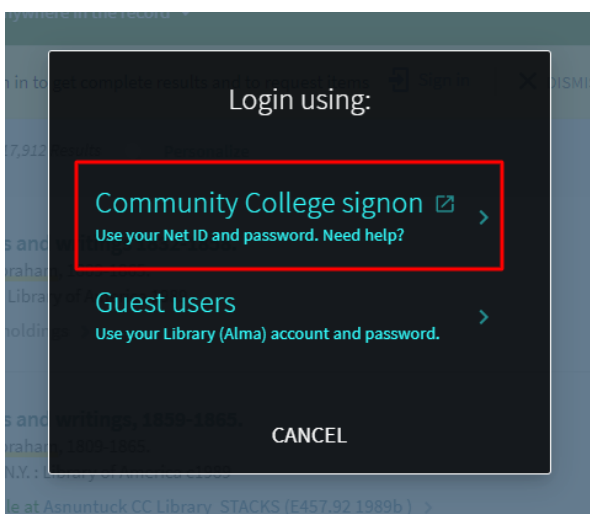
Quick Search Our Library Resources

Abraham Lincoln

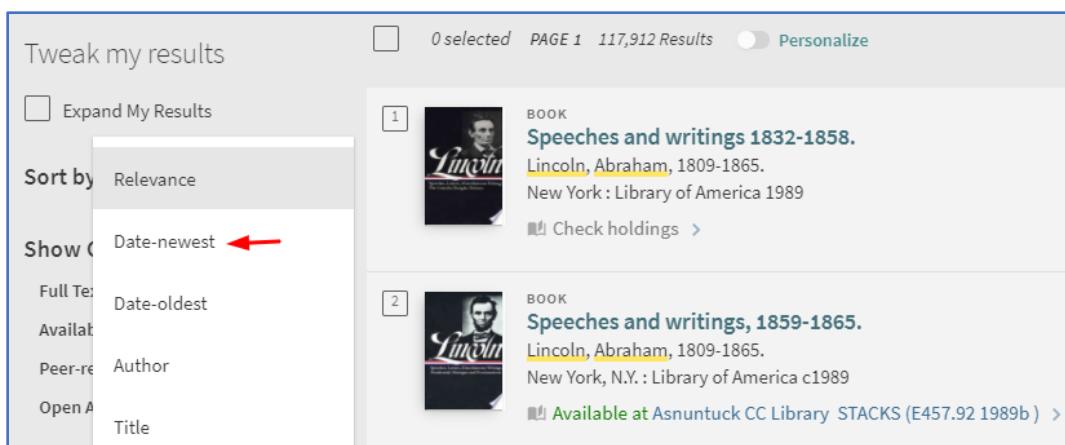
- In the upper right-hand corner, click on **Sign In**.



- Then click on **Community College signon** and enter your Net ID and password; use the same information as if you were logging into my CommNet.



- If you want to look at the newest book titles first, look for **Sort by** in the left-hand menu. Click on **Relevance** and select **Date-newest**.



6. The results list will contain full text online, articles from peer-reviewed journals, books, and more. To limit to only the books located at Asnuntuck, click on **Available at ACC** on the left-hand side of the page.

The screenshot shows a search results interface. On the left, there is a 'Show Only' filter menu with the following options: 'Full Text Online (117,741)', 'Available at ACC (69)' (highlighted with a red arrow), 'Peer-reviewed Journals (17,684)', and 'Open Access'. Below this is a 'Library' filter menu with 'Asnuntuck CC Library (70)'. On the right, there are two book results. The first result, labeled '2', is 'Speeches and writings, 1859-1865.' by Lincoln, Abraham, 1809-1865. It includes a book cover image and a green 'Available at Asnuntuck CC Library STACKS (E457.92 1989b) >' link. The second result, labeled '3', is 'The Abolitionist movement' by Tackach, James, with a book cover image.

7. Asnuntuck offers both eBooks and physical books. To limit your search to only the physical books in the Asnuntuck library, set the **Delivery Format** to **Physical**. If the book you want is an eBook, follow the directions called Accessing eBooks.

The screenshot shows a search results interface. On the left, there is a 'Library' filter menu with 'Asnuntuck CC Library (70)'. Below it is a 'Delivery Format' filter menu with 'Online (102)' and 'Physical (70)' (highlighted with a red arrow). On the right, there is one book result labeled '4', 'The Gettysburg address' by Armentrout, David Author; Lincoln, Abraham, 1809-1865. It includes a book cover image and a green 'Available at Asnuntuck CC Library STACKS (E441 .A26 2005)' link. Below the title, it says 'Place of publication not identified Rourke Pub 2005' and 'Online access >'.

8. Look through the result list to see titles that you may find useful. Keep in mind that the record should say **Available** in green. If it does not say this, the book may be checked out. Directions on searching the entire CSCU system for another copy of the book found under How to Request a Book from the CSCU Consortium.

In this example, *The Fiery Trial* is available at Asnuntuck, but *Team of Rivals* is not. *Team of Rivals* is available to you through Interlibrary Loan (ILL). *Abraham Lincoln and the Second American Revolution* is available at Asnuntuck and at other libraries in the CSCU system.

9 BOOK  
**Abraham Lincoln and the second American Revolution**  
 McPherson, James M.  
 New York : Oxford University Press c1991  
 Available at Asnuntuck CC Library STACKS (E457.2 .M4758 1991b ) and other locations >

10 BOOK  
**The fiery trial : Abraham Lincoln and American slavery**  
 Foner, Eric, 1943-  
 New York : W.W. Norton c2010  
 Available at Asnuntuck CC Library STACKS (E457.2 .F66 2010 ) >

11 BOOK  
**Team of rivals : the political genius of Abraham Lincoln**  
 Goodwin, Doris Kearns.  
 New York : Simon & Schuster [2005]  
 Check holdings >

## How to Request a Book

1. To request the book, first click on the title and then the blue **Request** button. It may take a few seconds for the blue request button to show.

BOOK  
**The fiery trial : Abraham Lincoln and American slavery**  
 Foner, Eric, 1943-  
 New York : W.W. Norton c2010  
 Available at Asnuntuck CC Library STACKS (E457.2 .F66 2010 ) >  
 Book reviews (1) >

TOP

SEND TO Send to \_\_\_\_\_

GET IT

EXPORT BIBTEX EXPORT RIS EASYBIB CITATION PERMALINK

DETAILS

LINKS

VIRTUAL BROWSE Get It \_\_\_\_\_

TAGS

REQUEST OPTIONS: **REQUEST**

2. The **Pickup Location** defaults to Asnuntuck Community College. Normally you could pick Asnuntuck or another CSU institution, but currently Asnuntuck students can only pick up items at Asnuntuck. You may also add information, such as **Not Needed After** (in case your project is due soon), and Comments. Your request is not submitted until you click on the green **Request**.

Where do you want to pick this up?

Pickup Location: ★ Asnuntuck CC Library

Not Needed After: \_\_\_\_\_ X

Comment: \_\_\_\_\_

CANCEL    **REQUEST** ←

3. Your confirmation will look like this. For this request, there is no one in line before you.

Request placed. Place in queue is 0

### Getting Your Book

1. A library staff member will contact you by email or by phone when your book(s) is ready to be picked up.
2. You can renew your books from home if you need to keep them past the original due date.

### Renewing Your Book (and other account options)

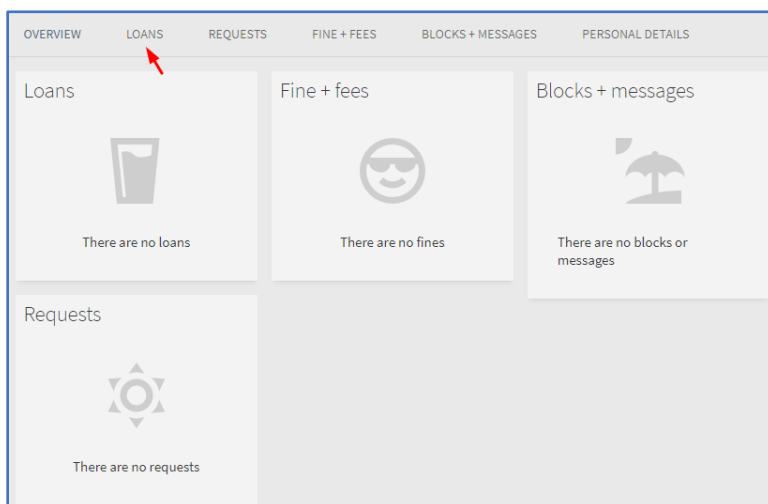
1. Refer to Locating the Desired Book in this document.
2. Follow steps 1 through 4 to sign into your account. You can click on the orange Search without putting any keywords into the search box in step 2.
3. Click on the arrow next to your name to get this menu. Choose My Library Account.

Heavner, Tabitha ▾

SIGNED IN AS:  
Heavner, Tabitha    SIGN OUT

- My Library Account ←
- My Loans
- My Requests
- Saved items
- Search history
- Display Language: English

4. Loans will give you a list of the books you have checked out, their due dates, and the option to renew. If the book has been requested by another patron, you may not be able to renew.
  - a. Requests will show you the titles you have requested but not yet received.
  - b. Fines + Fees will show you any money that is owed, such as to replace a missing book. If you have any unpaid fines or fees, you will not be able to register for classes or request your transcript.



#### For Further Assistance

1. Use the “Ask a Librarian” feature from the college or library home page to start a live chat with a Connecticut Community College librarian.
2. Email the library staff at [AS-LRCREF@acc.commnet.edu](mailto:AS-LRCREF@acc.commnet.edu).
3. Make an appointment to meet with a library staff member during library hours.

Note: chat and library hours are subject to change. Please check the Asnuntuck Community College library website for the latest hours.